



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL INTERESTED PERSON
Job Classification	FINANCIAL ANALYST II
Posting Number	PN# 109838
Department	Health & Human Services Department
Division	Administrative Support
Section	Business Management
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Performs technical work of average complexity involving analysis of financial statements and reports, preparation of work papers, schedules, graphs, charts and reports. Develops, interpretations, and provides recommendations to management.

CORE FUNCTIONS

- Communicates regularly with grant program managers to ensure understanding of the grant financial activity. Provides timely responses to internal and external audit requests.
- Prepares reimbursement requests to grantor agencies on a timely basis.
- Monitors payroll activity, reconciling employee payroll with the grant roster and monthly grant time and attendance sheets.
- Reviews and reconciles all grant activity on a monthly basis. Prepares expenditure corrections to the accounting information or correcting journal entries when necessary.
- Prepares and submits by the due dates all financial reports required by the grantor agencies.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for the above experience requirement.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

- Knowledge of Advantage Financial Management Systems and Microsoft Office software (Word, Excel, and Access).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 18
\$1,042 - \$1,919 Biweekly \$27,092 - \$49,894 Annually

OPENING DATE

April 12, 2006

CLOSING DATE

April 18, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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